

## **EDITED KSA LISTING**

### **CLASS: ASSISTANT CORRECTIONAL FOOD MANAGER (DEPARTMENT OF CORRECTIONS)**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1</b>	Intermediate knowledge of the principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities to ensure quality control.
<b>K2</b>	Intermediate knowledge of kitchen sanitation and safety procedures used in the operation, cleaning, and care of utensils, equipment and work areas in order to avoid food contamination, food borne illness, safety hazards and to ensure quality control.
<b>K3</b>	Advanced knowledge of safe food handling procedures to ensure prevention of food borne illness.
<b>K4</b>	Intermediate knowledge of food values as well as nutritional and economical substitutions within food groups to provide a nutritionally balanced/adequate diet.
<b>K5</b>	Advanced knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand.
<b>K6</b>	Intermediate knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities.
<b>K7</b>	Intermediate knowledge of methods of cutting and preparing food products to ensure portion control, quality control, and that adequate quantity is provided.
<b>K8</b>	Advanced knowledge of training methods to determine training needs, evaluate training results, develop a qualified workforce, provide opportunity for upward mobility and meet the needs of the food service department.
<b>K9</b>	Intermediate knowledge of state laws governing the procurement process in order to solicit bids, select vendors, and request purchases.
<b>K10</b>	Intermediate knowledge of effective personnel management practices and planning in order to maintain effective working relationships with staff, custody, inmates, and management and comply with personnel policies (e.g., State Personnel Board (SPB), Department of Personnel Administration (DPA), DOM, MOU's, etc.).
<b>K11</b>	Intermediate knowledge of work areas and equipment for culinary departments in order to ensure proper operation of equipment kitchen areas, maintenance and repair.
<b>K12</b>	General knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of personnel.

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<b>K13</b>	General knowledge of a manager's role in the Equal Employment Opportunity program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.
<b>K14</b>	<b>Advanced knowledge of laws, rules and regulations governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs to ensure compliance with penal codes, Title 15, DOM, etc.</b>
<b>K15</b>	<b>Intermediate knowledge of administrative activities in order to manage, plan, direct, and coordinate the department.</b>
<b>K16</b>	<b>General knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.</b>

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	<b>Skill to:</b>
<b>S1</b>	Plan palatable and adequate menus and substitutions are provided to ensure a nutritionally balanced diet in compliance with the standardized menu.
<b>S2</b>	Plan, organize, and direct the work of others in order to best utilize staff and inmate workers to serve the inmate population meals in a timely manner and maintain a clean and safe operation.
<b>S3</b>	Adjust food purchasing in order to respond to population changes within the department and/or institutions, and respond to emergency situations within the institution and community.
<b>S4</b>	Monitor and reconcile inventories and make requisitions (std. form 115) in order to request food and supplies from the warehouse to meet operational needs.
<b>S5</b>	Use appropriate equipment (e.g., steam kettles, ovens, meat slicers, griddles, steamers, etc.) in order to train employees and inmate workers, supervise menu preparation, and respond to emergency situations.
<b>S6</b>	Evaluate the quality of prepared food in order to ensure that it is palatable and prepared according to recipe.
<b>S7</b>	<b>Judge food shipments upon receipt in order to ensure that they are received at the proper temperature, has the correct dates and stamps, is in good condition, is in the ordered quantity, and in accordance with the specifications.</b>
<b>S8</b>	Prepare and cook all foods in order to train employees and inmate workers, supervise menu preparation, and respond to emergency situations.
<b>S9</b>	Determine food quantities necessary for varying inmate populations in order to adjust food preparation and distribution according to institutional needs.
<b>S10</b>	Direct the preparation of special diets (both medical and religious) to ensure inmates with documented needs receive an adequate/appropriate diet.
<b>S11</b>	Communicate effectively at a level required for successful job performance in order to train staff and inmate workers, prepare written documents for administration, effectively interact with other inter-departmental programs, and participate in committees, task forces, and other special projects.

Bold text-indicates not on Classification Spec.

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S12	<b>Manage and/or retain records in order to comply with laws, rules, and departmental guidelines and keep a history of food service transactions, employee documents, training records, etc.</b>
S13	Analyze emergency or unusual situations accurately in order to respond effectively and quickly, taking into consideration security and safety issues.
S14	<b>Project food and equipment needs (e.g., contract questionnaires, schedule 9/std. Form 533) in order to justify future food services expenditures, including food and equipment.</b>
S15	<b>Operate a computer in order to access, enter, update and retrieve information.</b>
S16	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S17	Plan and conduct On the Job Training to provide information and direction to food service staff, custody and inmate workers to ensure the safe and efficient operation of the food service department.
S18	Plan food production schedule to ensure timely feeding, palatability and safety of food served.

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	<b>Ability to:</b>
<b>A1</b>	<b>Lift up to 30 pounds in order to accomplish day-to-day activities.</b>

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	<b>Special Personal Characteristics:</b>
<b>SPERC1.</b>	Sympathetic understanding of and willingness to work with the inmate population of a State correctional facility in order to effectively manage inmate workers and the general population.
<b>SPERC2.</b>	Demonstrated supervisory ability in order to manage a food service department.
<b>SPERC3.</b>	Good personal grooming standards in order to present your self as a professional employee.
<b>SPERC4.</b>	Freedom from communicable diseases in order to prevent the spread of disease.
<b>SPERC5.</b>	Good sense of smell and taste in order to judge food quality and condition.

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	Special Physical Characteristics:
<b>SPC1</b>	Have and maintain sufficient strength, agility, and endurance in order to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or inmates.